



# RHETTA ANDREWS BOWERS

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TEXAS STATE REPRESENTATIVE

## Deputy Chief of Staff

The Office of Representative Rhetta A. Bowers is seeking a Deputy Chief of Staff to serve House District 113, located in the Dallas or Austin area (if Dallas based, must work in Austin during legislative sessions). Under the supervision of the Chief of Staff, the Deputy Chief of Staff will staff the member, complete day to day tasks in the office, and act as a liaison between the Representative and constituents, organizations, local governments, and state agencies. The Deputy Chief of Staff will be expected to be able to serve as Chief of Staff in their absence.

### REQUIRED SKILLS

- Previous Texas legislative experience, with knowledge of the Texas state legislative process;
- Strong leadership and organizational skills;
- Ability to accept performance-based feedback and direction;
- Proven experience in directing legislative policy, including researching, drafting, tracking and negotiation;
- Exceptionally well organized with the ability to meet strict deadlines;
- Excellent oral and written communication skills, including the ability to interact and effectively communicate with the community, public officials, and elected representatives;
- Knowledge of office computer applications;
- Ability to work well under pressure and adhere to strict deadlines;
- Ability to work long hours and weekends;
- Disciplined and solutions-oriented approach to all tasks;
- Must be a self-starter with the ability to work independently with the ability to exercise initiative and think creatively; and
- Must have reliable transportation; occasional travel to District or other regional locations may be required.

### JOB DUTIES

- Monitor and update Representative and Staff on Capitol events and issues, including meetings of community and advocacy organizations, and State Agencies;
- Provide day-to-day administrative and planning support to develop and create the Representative's outreach programs, digital communications, and newsletters;
- Ability to handle the Member's calendar as well as schedule meetings and vetting of events, meeting requests, and speaking engagements;
- Assist with external communications including: development of talking points, position statements, press releases, social media posts, monitoring of and response to media inquiries, etc.;
- Document constituent contact to the Capitol Office in CMS and submit written and verbal reports to update Representative and staff;
- Assist in maintaining updated contact lists: elected officials, community leaders, constituents, etc.;
- Assist in writing and sending: certificates, birthday, sympathy cards, thank you notes, House resolutions, etc.;
- When applicable, supervises high school, college, and graduate level interns in the Capitol Office;
- Develop and maintain strong relationships with constituents, community leaders, advocacy organizations, other legislative offices, and other stakeholders;
- Performs other duties as assigned by the Member, including performing the duties of the Chief of Staff in their absence.



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This is a full-time position and requires a full-time commitment starting as soon as possible. Salary will be commensurate with experience.

**To Apply:** Please email your resume, cover letter, and 3 references to [Andre.Treiber@house.texas.gov](mailto:Andre.Treiber@house.texas.gov) with the subject line "Deputy Chief of Staff." Only candidates selected for interviews will be contacted.

**NOTICE:** *The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.*

